

To Set Up Voice Mail Account

Call the school number (985.892.2540).

Once the greeting begins, hit (*) twice.

Enter your extension.

Follow the directions to establish a password, record your greeting, etc.

To Check Voice Mail

Call the school number (985.892.2540).

Once the greeting begins, hit (*) twice.

Enter your extension.

Enter your password, press (#)

Press (1) and the system will play all new messages in the order in which they arrived.

Options:

- (1) Listen to first message
- (2) Save current message
- (3) Delete current message
- (4) Reply to sender of current message
- (5) Forward message
- (6) Hear date, time and sender
- (7) Skip back 5 seconds in current message
- (8) Pause current message
- (9) Skip forward 5 seconds in current message
- (#) Skip to next message
- (*) Exit to main menu